



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
39th Finance Battalion
Unit #20193
APO AE 09165



COMMAND TECHNICAL POLICY #7

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39th Finance Battalion Soldiers and Civilian Employees

SUBJECT: Requests to Exceed Cash Holding Authority (CHA)

1. REFERENCES:

- a. Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, paragraph 030105.
- b. FINCOM Policy Memorandum #6, Semi-Annual Request for Authority to Hold Cash at Personal Risk.

2. PURPOSE: To provide guidance pertaining to requests to exceed cash holding authority.

3. APPLICABILITY: This memorandum is applicable to all detachments subordinate to the 39th Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: Good cash management is essential to our day-to-day operations. It is imperative every effort be made to keep your cash level at or below the cash holding authority. Realizing that under special circumstances there is a need to exceed cash holding authority (e.g., Local Military Banking Facility closed over long weekend), the following policy applies.

5. RESPONSIBILITIES:

a. Disbursing Agents:

(1) Request permission to exceed the cash holding authority (CHA) by first notifying the Battalion Disbursing Officer. Short notice requests will be made telephonically to DSN 322-8171 and followed up with a written request.

(2) Attach a copy of the approval with the day's business that is sent to the Battalion Disbursing Section.

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b. Battalion Disbursing Officer:

- (1) Determine if the request exceeds the overall battalion CHA.
- (2) If it does, submit a request via e-mail to the FINCOM Chief, Disbursing IAW the FINCOM policy.
- (3) If it does not, send an email approving the temporary increase with the new amount and the date it will expire.
- (4) Maintain a copy of the approval on file and have available for review during Operational Review visits.

6. CONTACT INFORMATION: The proponent for this policy is the 39th Finance Battalion Disbursing Section, DSN 322-8171.



RICK L. TILLOTSON
LTC, FC
Commanding